

Effective 30 April 1990

Personnel--General

Alcohol and Drug Abuse Prevention and Control Program

This UPDATE printing publishes a new supplement which is effective 30 April 1990.

For the Commander:

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Summary. This publication supplements AR 600-85, 21 October 1988.

Applicability. This supplement is applicable to all personnel within the United States Army Recruiting Command.

Impact on New Manning System. This supplement does not contain information that affects the New Manning System.

Supplementation. Further supplementation of this supplement is prohibited. This supplement is current until further notice from this headquarters.

Suggested improvements. The proponent agency of this supplement is the Office of the Director for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC

(USARCPER-HR-A), Fort Sheridan, IL 60037-6140.

Distribution. Distribution of this issue has been made in accordance with USAREC Pam 25-30, distribution B.

Contents

Add paragraph 7-20 after paragraph ● 7-19.
ADAPCP records ● 7-20

Contents

Add appendix H after appendix G.

H. Action Taken Upon Notification of Positive Urinalysis Results

Paragraph 1-1, Purpose

Add the following:

To establish the United States Army Recruiting Command (USAREC) drug testing program; to assist commanders in managing an ADAPCP; and to provide guidance to USAREC alcohol and drug abuse liaison personnel for operating the ADAPCP.

Paragraph 1-4, Responsibilities

Add subparagraphs j through o after subparagraph i.

j. Commanders at all levels will continually monitor the serious traffic and disciplinary incidents within their units, as well as the quarterly report for ADAPCP, to determine if alcohol or drug abuse problems exist in all or parts of their units.

k. Recruiting brigade (Rctg Bde) and recruiting battalion (Rctg Bn) commanders will appoint, in writing, a commissioned officer or civilian to serve as Rctg Bde or Rctg Bn ADCO. Copies of current duty appointments will be provided to HQ USAREC (USARCPER-HR-A), Fort Sheridan, IL 60037-6040.

l. A commissioned officer or unit first sergeant should be appointed as the recruiting company unit alcohol and drug coordinator (UADC). Rctg

Bde and Rctg Bn unit ADCO will maintain a current list of all UADC within their respective command.

m. The unit ADCO and UADC should coordinate with the nearest supporting military installation ADCO for training and system support.

n. The unit ADCO and UADC should conduct periodic ADAPCP training courses concerning alcohol and/or drug prevention and rehabilitation.

o. The unit ADCO and UADC should assist the commander pertaining to rehabilitation procedures.

Paragraph 2-11, Policy

Add subparagraphs d through g after subparagraph c.

d. In addition to being knowledgeable of this regulation, the unit ADCO and UADC should be trained in the prevention and control of alcohol and drug abuse.

e. This training should be conducted by the installation ADCO at the supporting military installation prior to an individual assuming duties as unit ADCO or UADC. Rctg Bns should assume these duties if the supporting installations do not provide proper training.

f. As a minimum, training should include:

(1) Urinalysis testing procedures as outlined in figure 2-1 and the proper completion of USAREC Fm 1001 (Acknowledgment of Proper Urinalysis Specimen Collection Procedures) (fig 2-2).

(2) Specific procedures for enrollment in the ADAPCP.

(3) Legal aspects of urinalysis testing, to include limited use policy.

(4) Alcohol and drug abuse effects on an individual's body and family.

(5) Action taken upon notification of positive urinalysis results (see app H).

g. Upon completion of training, the unit ADCO will notify HQ USAREC (USARCPER-HR-A) in writing. Notification will include the name and rank of the individual(s) trained, date(s) of training, and location of training (military installation). Rctg Bn ADCO will ensure all UADC are trained and maintain a record of those trained.

Add paragraph 7-20 after paragraph 7-19.

7-20. ADAPCP records

The following additional guidance applies for maintaining the ADAPCP records at Rctg Bde and Rctg Bn level:

a. Maintain inprocessing records for briefing incoming personnel, by requiring new personnel to initial either inprocessing documents or a Rctg Bn roster under the heading "ADAPCP Briefing." As a minimum, the briefing must cover topics in paragraphs 2-12(f)(4)(a) and (b).

b. Maintain a list of all supporting installation ADCO offices. If the ADCO is from another service branch, ensure a local MOU has been completed in accordance with paragraph 1-5(d).

c. Maintain a file of Department of the Army and USAREC messages, policy letters, and other issued guidance pertaining to ADAPCP.

d. Rctg Bde officials must provide a telephonic report, by Rctg Bn, not later than the last workday of each month, to HQ USAREC (USARCPER-HR-A). The report input will consist of:

(1) Assigned personnel strength.

(2) Number of personnel tested.

(3) Number of positive results.

Paragraph 10-3, Testing programs

Add subparagraphs (5) through (7) after subparagraph a(4).

(5) Commanders will conduct random urinalysis testing of at least 100 percent of the units' assigned personnel strength. A minimum of 25 percent of the assigned personnel strength must be tested each quarter. This policy means that a unit with 100 people must randomly test at least 100 people per year. There is no monthly requirement that each individual in a unit be tested once a year. However, 100 percent of the quota assigned must be utilized monthly.

(6) Consult the brigade judge advocate or the Command Legal Counsel if there are questions concerning whether someone may be tested. See table 6-1.

(7) Questions concerning urine testing should be referred to the USAREC or installation ADCO.

Appendix A, References

Add the following to section II, Related Publications:

USAREC Suppl 1 to AR 190-40

Serious Incident Report.

Add the following to section III, Prescribed Forms:

USAREC Fm 1001

Acknowledgment of Proper Urinalysis Specimen Collection Procedures.

Add the following to section IV, Referenced Forms:

USAREC Fm 957

Positive Urinalysis Report.

Glossary

Add the following abbreviations alphabetically to section I:

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

USAREC

United States Army Recruiting Command

MEMORANDUM FOR Soldiers Participating in Commander-Directed Urinalysis Testing Program

SUBJECT: Procedures to be Followed During Specimen Collection (AR 600-85)

1. Purpose. To provide information concerning proper specimen collection procedures for soldiers participating in urinalysis testing program. Each soldier must read this information prior to submitting a specimen, and must complete the enclosed acknowledgment, USAREC Fm 1001, after the collection process is completed. A designated individual, other than the UADC or observer, will ensure that each soldier receives a copy of this memorandum prior to testing, and completes the acknowledgment prior to departing the collection site area.

2. Procedures.

a. The UADC must be a military member, SGT or above. The UADC will:

(1) Receive urine specimen bottle and label it with julian date, specimen number, and social security number (SSN) of soldier submitting specimen.

(2) Initiate and record appropriate information on DA Form 5180-R (Urinalysis Custody and Report Record) in accordance with AR 600-85, appendix E.

(3) Maintain a urinalysis ledger, documenting information pertaining to the soldier submitting specimen, with the following information:

(a) Julian date.

(b) Specimen number.

(c) Soldier's SSN (read from ID card).

(d) Name of individual who observed the soldier urinating.

(4) Distribute urine specimen bottle to soldier in the presence of the observer. Direct the soldier to verify the information on the ledger and bottle label by having him or her sign his or her payroll signature on the urinalysis ledger and initial the bottle label. The observer will also verify the information on the bottle label and sign the urinalysis ledger.

(5) Initial the label on the bottle received from the observer and sign the chain of custody section on DA Form 5180-R.

b. The observer must be a military member, SGT or above, and the same sex as the soldier submitting the sample. The observer will:

(1) Ensure that the specimen provided is not contaminated or altered in any way.

(2) Directly observe the soldier urinating into the specimen bottle and placing the cap on the bottle.

(3) Ensure that at least 60 milliliters of urine are provided by the soldier.

(4) Take custody of the bottle from the soldier directly observed and retain custody until the bottle is turned over to the UADC.

Figure 2-1. Memorandum for soldiers participating in commander-directed urinalysis testing program

OFFICE SYMBOL

SUBJECT: Procedures to be Followed During Specimen Collection (AR 600-85)

(5) Ensure that the bottle is not reopened while the bottle is in the custody of the soldier or the observer.

(6) When the optional wider mouth specimen collection container is used by female soldiers (immediately after collection and while still under direct observation of the observer), ensure the urine is poured into the currently approved urine specimen bottle and tightly capped by the soldier providing the specimen.

(7) Sign the prepared chain of custody document, DA Form 5180-R, releasing up to 12 bottles for each chain of custody document, and authenticating that the actions specified above were performed.

(8) Initial the label on each specimen bottle as verification of receipt from the soldier.

c. As a soldier providing a urine specimen, you will be required to ensure the following actions are carried out:

(1) You will provide your ID card to the UADC.

(2) You will maintain visual contact with your specimen until it is sealed by the UADC. You will maintain visual contact (even in cases of a temporarily insufficient sample) with your sample at all times, until the bottle is sealed. If you attempt to depart the collection site area, you must ensure your sample is sealed prior to departing the area.

(3) You will initial the bottle label to verify that the urine is yours and your SSN is correct; you also must sign the ledger book verifying the accuracy of the label.

(4) You will watch the observer and UADC place their respective initials on the specimen bottle and also watch the observer sign the ledger.

(5) You will ensure, to the maximum extent possible, that the UADC and observer adhere to all the above testing procedures which should occur in your presence.

(6) You will immediately bring to the attention of the commander (or his or her representative) any irregularities in the testing procedures.

(7) You will read, initial, and sign the acknowledgment ensuring that you understand the testing procedures outlined in this memorandum.

Encl

I.M. GOODGUY
LTC, IN
Commanding

Figure 2-1. Memorandum for soldiers participating in commander-directed urinalysis testing program (Continued)

Acknowledgment of Proper Urinalysis Specimen Collection Procedures

(For use of this form see USAREC Suppl 1 to AR 600-85)

Privacy Act Statement

Collection of this information is authorized under Section 5 to the U.S. Code. Primary use of this information is to manage the procedures used in the collection of urinalysis specimens in accordance with the Alcohol and Drug Abuse Prevention and Control Program.

INSTRUCTIONS: Soldier submitting urinalysis specimen will read, initial, and sign below to ensure proper procedures have been followed by the UADC, observer, and the soldier submitting the specimen.

SSG Recruiter, Joseph A. 111-22-3333

(Printed Rank, Full Name, SSN)

Utopia Recruiting Station, Utopia, MS

(Unit Assigned)

1. I have read and understand the procedures to be followed by the UADC, observer, and soldier submitting the specimen as outlined in the memorandum concerning procedures to be followed during specimen collection. I understand that if any of the proper procedures were not followed, I have a duty to immediately report any irregularities, and that I am encouraged to do so JAR (soldier's initials).

2. I verify that I had visual contact with my specimen until the UADC sealed the bottle and that the urine in the bottle at the time it was sealed was mine. All entries documented on the specimen bottle and urinalysis ledger, to this point, are consistent and correct JAR (soldier's initials).

3. I verify, to the best of my knowledge, that the proper procedures (were) (~~were not~~) followed regarding my specimen JAR (soldier's initials). Explain in detail, below, if proper procedures were not followed.

30 Jul 90

(Date)

/signed/

(Signature)

NOTE: If the soldier alleges that the procedures were not correctly followed, the commander (or his or her representative) will ascertain if any irregularities or deficiencies occurred; if so, immediately proceed to collect a second urine specimen.

Appendix H

Action Taken Upon Notification of Positive Urinalysis Results

H-1. General

Upon notification of a positive test result of illegal drugs, the Rctg Bn commander will take action as prescribed below:

a. Laboratory confirmed positive tests. When laboratory testing confirms illegal drug abuse or when other evidence amounting to probable cause of illegal drug use is presented (such as an admission following a drug test), suspend immediately from recruiting duty any personnel who would have any contact with members of the Delayed Entry Program or Delayed Training Program, applicants, or prospects. Stop special duty assignment pay as of the date of suspension. Soldiers will remain suspended until final disposition of the case. Notify HQ USAREC (USARCPER-HR-A) immediately after a laboratory positive result has been confirmed. Notification will be via telephone call, followed with confirmation by a hard cover message or memorandum.

b. Self-referral. Suspension of self-referral is at the discretion of the Rctg Bn commander, unless additional illegal drug use is indicated, or unless the self-referral was in anticipation of a test for the presence of drugs in the system. If either of these circumstances exist, then immediate suspension is required.

H-2. Reporting of incidents

a. Serious incident reports will be made for each drug abuse case, including all urinalysis positives, and arrests or apprehensions for drug offenses. Followup reports of all reported incidents are required. For further guidance see USAREC Suppl 1 to AR 190-40.

b. All urinalysis positives will be telephonically reported to the USAREC Security Office utilizing USAREC Fm 957 (Positive Urinalysis Report) immediately upon notification of a urinalysis positive result.